



STATE PROFESSIONAL DEVELOPMENT CENTER

444-3871 | pdc01@mt.gov

“Professional is not a label you give to yourself. It is a description you hope others will apply to you” - David Maister

WRITING CLEARLY AND CONCISELY

Communicating in plain language helps the reader understand the message easily. It avoids verbose, convoluted language and jargon. In this course you will learn how to construct active voice in sentence structure, how to select clear language to communicate and how to recognize and use active verbs in sentences.

 [CLICK HERE FOR CURRENT SCHEDULE TO REGISTER](#)

We provide pertinent and challenging education in leadership, management, communications, self-management, and public administrative issues. The State Professional Development Center plays an integral role in the pursuit of productive and engaged employees for the 21st century.

PDC INSTRUCTORS:

Patrick Edgar
Jane Rhodes
Joe Schopfer

pedgar@mt.gov
jrhodes@mt.gov
jschopfer@mt.gov

<https://pdc.mt.gov/>